

SECRET

20 April 1967

MEMORANDUM FOR : Col. White

FROM : Administrative Office, O/DCI

SUBJECT : Request for New Position in USIB/S

1. [] on detail to
USIB/S from NSA will retire on 6 October 1967. []
would like to retain his services in USIB. [] would
also like to remain with the Agency as a staff employee.

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2. I requested that the Personnel Management and
Compensation Division, OP, perform a desk audit on the
duties and responsibilities of the position. Their findings
substantiate that the position would be classified as a GS-9,
Information Control Assistant. A list of his duties are
attached.

3. To accommodate the new position without affecting
the O/DCI ceiling, [] proposes to delete a Secretary/
Steno GS-6 position recently vacated.

4. Your approval is requested to delete a GS-6
Secretary/Steno position and establish a GS-9 Information
Control Assistant position in USIB/S.

Attachment.

[]

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